The School Secretaries Conference was originally developed by VASSP in 1986. This conference was designed by principals and secretaries in order to provide the best program for one of the most important employees in the school building. A school secretary’s persona and office skills are essential to the effective administration of the school.

The format and subject matter of our popular conference have been copied by other state associations in Virginia and throughout the United States -- a leading indicator that there is an obvious need to address the importance of these key individuals in the school office.

Approximately 6,700 school secretaries and central office secretaries have now attended - time and again - this conference just for them. VASSP’s format and topics are developed each year by a team of principals and school secretaries based on stated needs of what principals want and what secretaries say they need.

For room reservations, contact the Williamsburg Marriott directly at 757-220-2500. Overnight accommodation rates are $94.00 - single or double - plus 10% tax and $2.00 occupancy tax. Hotel registration deadline is March 21, 2008; however, attendees should make their room reservations immediately to avoid disappointment.
SCHOOL SECRETARY S.U.C.C.E.S.S. FORMULA

As a school secretary or administrative assistant, your success depends upon effectively partnering with the school principal. You play a significant role in the administration of the school and are often called upon to communicate, plan, organize, negotiate and participate in decision making. Some of you have job descriptions that address your responsibilities in the financial management of school monies. Most of you also have daily contact with teachers, students, parents, and school visitors. You are the first person anyone meets and are the gate keeper in the school. Your image as a confident, personable, knowledgeable professional is essential to the school principal’s successful leadership of the school. Your ability to understand and maintain stress management is essential. This conference is specially designed for administrative professionals in the school building who wish to master techniques for goal setting, prioritizing, planning, multi-tasking, decision making, relationship building and listening.

You will return to your school with a better understanding of what partnering with the school principal entails and a greater ability to support your school administration’s goals through your position as a secretary, executive secretary or member of the administrative support staff. You’ll learn how to adapt to various communication styles to successfully influence and work with your boss, teachers, students, and parents and colleagues…establish trust, credibility and authority to strengthen your relationship with the school principal…proactively handle tasks that impact the school principal’s productivity…and enhance your ability to manage stress.

PRELIMINARY AGENDA

THURSDAY, April 3, 2008
12:00 p.m. - 1:30 p.m.  Registration
1:30 p.m. - 5:00 p.m.  Topical Seminars
6:15 p.m. - 7:00 p.m.  Reception
7:00 p.m. - 9:00 p.m.  Banquet

FRIDAY, April 4, 2008
7:30 a.m. - 9:00 a.m.  Buffet Breakfast
9:00 a.m. - 12:30 p.m.  Topical Seminars
12:30 p.m.  Adjournment

Participants are advised to wear a sweater during conference meetings as the room temperature may vary.

REGISTRATION FORM

School Secretaries Conference

Name ____________________________
First Name for Badge ____________________________
School Name ____________________________
School Address ____________________________
School Division ____________________________
School Phone ( ) ____________________________
Home Address ____________________________

Registration Fee: $195
(includes two meals, breaks, instruction, and all conference materials)

Payment Method: (please check one)
1.  Check Enclosed  $ ________________
   (make check payable to VASSP)
2.  Purchase Order Enclosed  # ________________
   (completed P.O. must be attached with your registration)
3.  Charge # ____________________________
   Exp. Date __________________
   (check one)  □ MC  □ Visa

Cardholder Name ____________________________
Cardholder Address ____________________________

REGISTRATION DEADLINE:  March 20, 2008

No refunds for cancellation after March 20, 2008.
Substitutions are permissible.

Mail completed form with payment to:
VASSP • 4909 Cutshaw Avenue • Richmond, VA 23230
804.355.2777 ~ Fax 804.355.4262